

How to use the ATLA Religion Database and the JSTOR Database

The link to the GTU Library and its journal databases: <http://www.gtu.edu/library>.

- To access either database, click on **More Electronic Resources** and scroll down the page or select “Journals – Full-text.”
- Click on the appropriate campus link—on campus is for the library internet computers; for off campus, you’ll be prompted for your last name and all digits of your GTU library barcode number.
- Moodle has a tutorial on how to use the ATLA database under “Miscellaneous,” then “Library Workshops.” Also, use this link to get to written guidelines for all these workshops: <http://www.gtu.edu/library/get-help/reference-desk> .
- ATLA is one database among a suite of databases in Ebsco; if you don’t find enough material in ATLA alone, include other Ebsco databases in your search. JSTOR functions as an individual database.
- If you do not find relevant information using ATLA or JSTOR alone, then select several databases at once in our federated search engine **360 Search**.

Please note: For easier navigation

- Open two tabs on your computer when you begin your search: one for GRACE and one for ATLA and/or JSTOR. If you don’t find a full-text article in the database, then you can check GRACE to see if the GTU library has the journal or go directly to OskiCat if we don’t.
- **NB:** I’ll cover the ATLA database now and JSTOR farther on. Much of what I say here about setting up a search in ATLA will also apply in JSTOR.

Search Options in ATLA

- Keyword searching is the default setting for the ATLA search screen. A keyword search returns relevant results in every field (title, author, subject, abstract, etc.) related to a topic.
- **When searching in ATLA, try searching for your topic using the default settings, then limit the results to focus your topic.**
- On your results page, you can limit the findings in the **left navigation panel**. Refine your results by publication type, source types, date range, author etc.

Examples of searches:

- **Keyword:** enter ‘pastoral care’ without limits, note large number hits. On the results page, in the left panel narrow the time frame from 1980-2011; or add ‘depression’ to limit search.

- **Subject headings**: LC subject headings are precise and can be very useful if you already know them. If not, try doing keyword searches until you find a couple of relevant articles that have subject headings, then use these hyperlinks to further your research. **Example**: use keywords ‘**church fires**’, select “Two suspects...”, click on the title, then note the subject headings.
- **About a person**, enter name as keywords: ‘**thomas aquinas**’ and limit from there.
- For **author**, use the exact name of the author in the following format: *Last name, First name*.
- For **title**, use the first few words of the exact title (omit ‘the’ at the beginning). If you can’t remember the title, then you should use a **Keyword** search.

Delivery of Full-Text Articles/Citations

- Once you find a full-text article, there are a number of things to you can do to deliver it.
- **NB**: For optimal success in the various ways to deliver articles, you should have a current version of Adobe or a good reader of your choice. It makes a difference!

Example: enter ‘house of God’, then click on the title: ‘house of God or house of David’.

- **Print**: Notice the ‘Tools’ panel to the right of the citation and click on the print icon. If the article comes in HTML text, it will appear after you click on the title. If you want to keep the citation of the article, you can place it in a folder you’ve created.
- **Email and other Delivery**: Using the same article, select the option to email the citation with the article (if it’s full text) to yourself. You can also save it to a USB stick: select ‘Save’ under ‘Tools’ menu on the right; under ‘Citation Format’, select ‘Chicago/Turabian: Humanities’; save citation to USB stick from ‘File’ on menu bar. To build a bibliography, use eTurabian.com online; also look into Zotero, EasyBib and BibTex. These are free!
- **Save to Folder**: to create a list of articles, click on the title of the article and “Add to Folder.” In the right panel, you will see that a folder has been created. You can continue to add items to this folder. You can retrieve the folder contents by clicking on “Folder View.”
 --You can email the folder to yourself; if PDF files are part of the citation, they will also be included.
 --You can save the folder citations/articles to a USB stick in a particular format of your choice.
 --If you want to save a folder for future use, you have to create a personal account with EbscoHost; to achieve this; see ‘sign in’ at the top of the page, then ‘create a new account’.
 --Fool around with ‘Export’ on your own.

- **Search History** link: Located under the ATLA search boxes, this provides results from past searches. If you've forgotten the keyword that brought up a particular search, you'll find it using this link. To get *out* of Search History, "back" out.

Other ATLA Search Features

- Looking at the blue bar at the top of the search screen, there are four separate search links:
- **New Search** button: offers an opportunity to begin new searches.
- **Publications** button: provides lists of the journal titles included in the ATLA database by publication name. You can **browse** this list or **perform a search** in one or more publications within a specific database. Try *Modern Theology*; click on the title and choose 2010 and select a particular volume/issue.
- **Scriptures** button: a browse-able list of the Bible presented in canonical order. Users may select the expand option to drill down from book, to chapter and verse.
 - Selecting any given book, chapter or verse will execute a search for that scripture reference within the database.
 - To use this feature: Work down to, for example, Samuel 1—expand to chapter 10, verse 5
 - You can achieve the same results by putting in the specific biblical passage as keywords in the ATLA search box; try 'john 6: 51-58'
- **Index** button: Explore this on your own. It gives the option of browsing through each individual field (author, title, subject, etc.) and then searching the thesaurus for more exact terms. As an **example**, choose "name as subject", enter "Moses" in 'browse for' box; check first box, and 'add' it; you'll see a string appear in the upper search box; initiate a search.

What to do if you can't find an article or journal in the GTU Library:

- Save the citation information. Check GRACE or Oskicat for the item. If neither of these locations has the journal/book in question, you can initiate an ILL (go to library home page and search for 'interlibrary loan'). Or you can purchase the article online.

Book Reviews

- Enter the title of a book 'Churches of the Crusader Kingdom' in the search box and select TI from drop-down box. From here you can select 'Reviews' under **Source Types**, on the results page.

Other Features

Be sure to check out the upper blue bar features, such as **Languages** (choose language, enter 'christian faith korea' and look at results page), and **New Features**. **NB:** If an article is published in English, it will be available here only in English; this feature doesn't translate the article into the language you select.

Check out ‘Help’

The link in the top right corner to Help is a very useful way to get to know the intricacies of ATLA.

JSTOR DATABASE

Search Options in JSTOR

- As for ATLA, **keyword** searching is the default.
- Use **Advanced Search** as a way to place limits on your searching. Try ‘pastoral care’ and limit from 2007 to 2012; then add ‘depression’ on the next line—you get fewer hits
- You can search by ‘Author’ and ‘Title’
- JSTOR does not provide Subject Headings as a method of searching
- You can select ‘Reviews’ to retrieve only book reviews if you use ‘Advanced Search’
- Icons in green (see legend with access information) indicate full-text availability

Delivery Options

- Click on the article title; you’ll see a number of delivery options at the top right of the page
- When you click on ‘View PDF’ you’ll be prompted to accept JSTOR’s terms & conditions
- You can create a personal account and save a running list of citations which you can export to a USB stick (this will include full-text articles via a persistent link)
- You can elect to send your citations and/or full-text articles by email. To access a full-text article from home: select the persistent link to the article in your email; select the ‘login’ link and locate the box ‘Login via an institution’; find the GTU and select ‘login’—you will be prompted for your library login information and have access to the full-text article.
- You can save the citation/article directly to your USB stick (select ‘text file’ format), then choose ‘Save as’ from the ‘File’ menu at the top of the page (in citation-only format)
- You can print the article

Other JSTOR Features

- Check out the ‘Search’, ‘Browse’ and ‘My JSTOR’ tabs at the top of the page
- You can browse by journal title or discipline
- Let’s browse ‘Religion’ titles and select ‘Journal of Biblical Literature’; you can use this method of searching if you know the title and volume/issue of the journal you want
- JSTOR is not a predominantly religious database like ATLA